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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review & Policy Staff, LO

DATE: 13 January 1955

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

25X1A

1. GENERALb. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Support Course (continued item)

Conferences were held with Supply Division this week relative to the next course beginning 14 February 1955.

b. Records Survey (continued item)

No change.

*new item
is of interest
not
a project.*

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- c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

No change.

- d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

No change.

- e. Management Survey, Mail and Courier Branch (continued item)

OK /
The staff study prepared by this Staff, requesting an increase in personnel and ceiling of the Mail and Courier Branch has been forwarded by the Management Staff to the DD/A for approval.

- f. Action Indicator for Project [REDACTED] (continued item)

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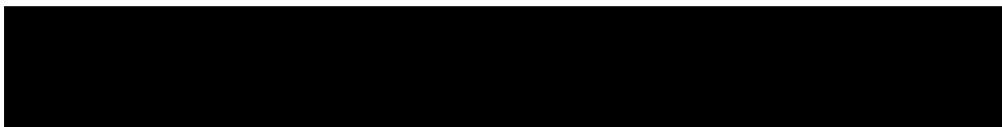
No change.

3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

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- (1) Personnel Report (continued item)



- (2) Basic Orientation Course (continued item)

The LO Training Officer is scheduled to give two lectures on Logistics Operations, one on 19 January 1955 in the Basic Orientation Course, and the other on 2 February 1955 in the Intelligence Review Course.

- (3) Logistics Supervisory Training Program (continued item)

No change.

- (4) Logistics Training Program (continued item)

(a) The orientation tour of key personnel of the Military Personnel Division has been scheduled for the week of 7 February 1955.

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(b) [REDACTED] is receiving orientation in the Supply Division this week.

(c) External training in Government Contracts at the George Washington Law School has been approved for [REDACTED] Procurement Division.

(5) Research Project - Training Records (new and completed)

During the past week all individual training records of Logistics personnel on file in the Office of Training have been surveyed and microfilmed. This will enable the Logistics Office to have its own set of official records for training purposes and career service planning.

(6) LO Training Coordinators' Meeting (new and completed item)

The first LO Training Coordinators' meeting of 1955 was held on 7 January 1955, at which the following items were covered:

- (a) Coordinators were reminded that all applications for Industrial Colleges and Service Colleges must be in the hands of the LO Training Officer by 17 January 1955.
- (b) The schedule of Agency courses for the next six months was discussed.
- (c) Two films to be used in the next phase of the Supervisory Training Program were viewed and discussed.

b. Request for Construction (continued item)

Work on the enlarging of the mail loading platform at Que Building and the modification of the fence in that area is approximately 80 per cent complete.

c. Survey of AS by Office of Inspector General (continued item)

No change.

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d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,100	-	323
Outgoing	<u>6,138</u>	✓	✓ 3,174
	10,238		✓ 2,851

Postage Expended	\$1,036.70	✓	\$430.98
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(2) Courier Activities

Scheduled Courier Trips	295	✓	25
Special Courier Trips	120	✓	63
Inter-Agency Mail by Courier			
Incoming	1,611	-	14
Outgoing	<u>2,614</u>	✓	✓ 296
	4,225	✓	282

e. Additional Courier Service (new and completed item)

(1) Arrangements were made to extend mail and courier service to the Special Purchase Branch, Procurement Division, R&S Building.

(2) Pursuant to a request by FDD/00, arrangements were made to extend mail and courier service to the FDD Linguist Service, Room 1319, M Building. This service began on Tuesday, 11 January 1955; is scheduled twice daily.

f. Notification of Change in Address (new and completed item)

Notification of change in address, and instructions for delivery of mail to the [REDACTED] has been received from the Liaison Division, OCD.

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g. L0 Space Requirements for new CIA Building (new and completed)

Instructions for submitting space requirements for the new Headquarters building were issued to L0 Staffs and Divisions.

h. Revision of L0 Space Plans (new and completed item)

Space plans for L0 occupancy of the west side of Quarters Eye have been revised to include space for the Passenger Movement Branch, Transportation Division.

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4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

A meeting has been scheduled with [REDACTED] Chief of the
[REDACTED], FE Division, regarding his projected needs for
station.

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b. Freight Elevator at Tempo [REDACTED] Building (continued item)

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No change.

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LO/AS/mel

Distribution:

- 3 - Addressee
- 1 - LO Official file
- 1 - LO/AS routing

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